

# Microsoft Excel for Beginners

A Step-by-Step Guide to Mastering the Basics

Practice Lesson 4

## Formatting Your Worksheet



# Microsoft Excel for Beginners

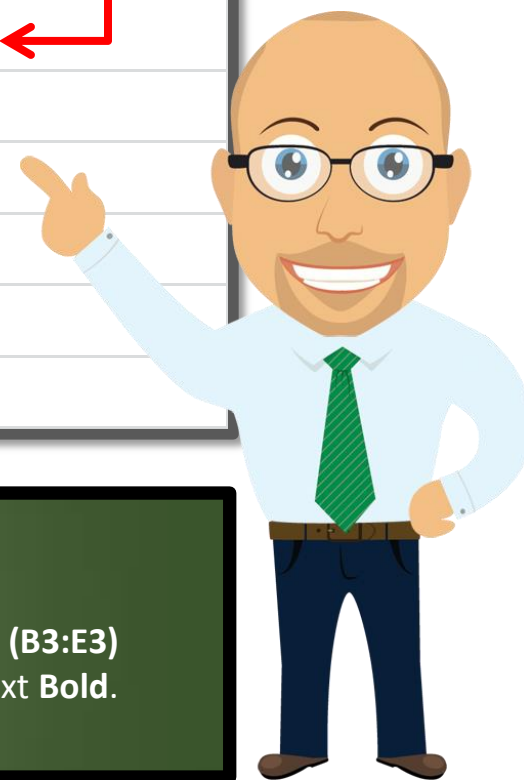
## Practice Lesson 4: Formatting Your Worksheet

	A	B	C	D	E	F
1						
2						
3		Jan	Feb	Mar	Total	
4	Year 1	45000	43500	25000	113500	
5	Year 2	27000	29000	28450	84450	
6	Year 3	32000	27850	31200	91050	
7	Total	104000	100350	84650	289000	
8						

Step 2



Step 3



### Step 1

Open the file you saved from Practice Lesson 3.



### Step 2

Select the range (A4:A7) and make the text **Bold**.



### Step 3

Select the range (B3:E3) and make the text **Bold**.



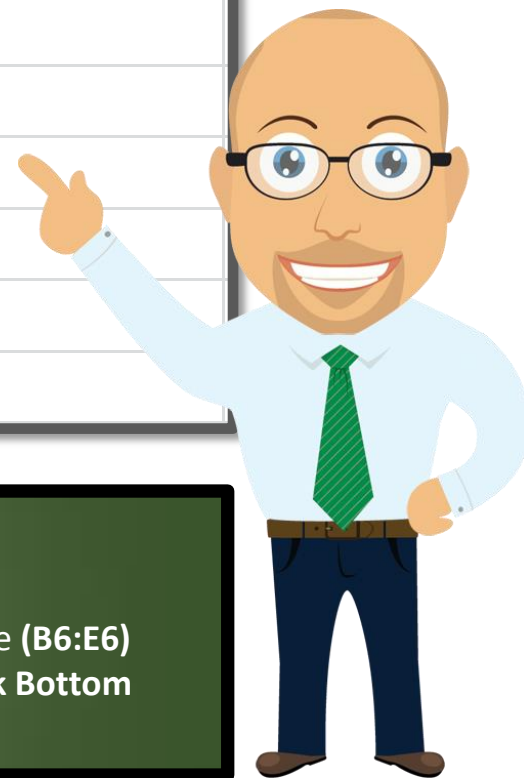
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## Practice Lesson 4: Formatting Your Worksheet

	A	B	C	D	E	F
1						
2						
3		Jan	Feb	Mar	Total	
4	Year 1	45000	43500	25000	113500	
5	Year 2	27000	29000	28450	84450	
6	Year 3	32000	27850	31200	91050	
7	Total	104000	100350	84650	289000	
8						

Steps 4 & 5

Step 6



### Step 4

Select the range (B3:E3) and make the text **Right Aligned**.



### Step 5

Select the range (B3:E3) and add a **Top and Bottom Border**.



### Step 6

Select the range (B6:E6) and add a **Thick Bottom Border**.



# Microsoft Excel for Beginners

## Practice Lesson 4: Formatting Your Worksheet

	A	B	C	D	E	F
1						
2	Steps 7 & 8					Step 9
3		Jan	Feb	Mar	Total	
4	Year 1	45000	43500	25000	113500	
5	Year 2	27000	29000	28450	84450	
6	Year 3	32000	27850	31200	91050	
7	Total	104000	100350	84650	289000	
8						



### Step 7

Select the range (B4:E7) and add **Currency Format** (Dollar signs, commas and two decimals).

### Step 8

Select the range (B4:E7) and **remove two decimals**.

### Step 9

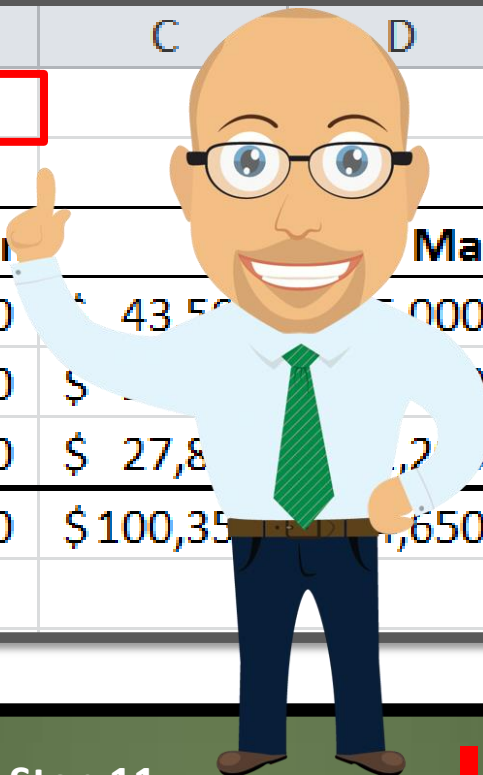
Select **columns B through E** and automatically adjust the column widths to accommodate the largest entry in each column.



# Microsoft Excel for Beginners

## Practice Lesson 4: Formatting Your Worksheet

	A	B	C	D	E	F
1	Step 10 →					
2						
3		Jan		Mar	Total	
4	Year 1	\$ 45,000	\$ 43,500	\$ 24,000	\$ 113,500	
5	Year 2	\$ 27,000	\$ 27,000	\$ 30,450	\$ 84,450	
6	Year 3	\$ 32,000	\$ 27,800	\$ 31,250	\$ 91,050	
7	Total	\$104,000	\$100,350	\$115,650	\$ 289,000	
8						



### Step 10

Click in cell B1 and type:  
**Fred's Fish Market**

### Step 11

Use the **Merge & Center** feature to center the text "Fred's Fish Market" over columns B through E.

### Step 12

Select the text, "**Fred's Fish Market**" and change the font to "**Brittannic Bold**" and the font size to **18**.



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## Practice Lesson 4: Formatting Your Worksheet

	A	B	C	D	E	F
1	<b>Fred's Fish Market</b>					
2						
3		<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Total</b>	
4	<b>Year 1</b>	\$ 45,000	\$ 43,500	\$ 25,000	\$ 113,500	
5	<b>Year 2</b>	\$ 27,000	\$ 29,000	\$ 28,450	\$ 84,450	
6	<b>Year 3</b>	\$ 32,000	\$ 27,850	\$ 31,200	\$ 91,050	
7	<b>Total</b>	\$ 104,000	\$ 100,350	\$ 84,650	\$ 289,000	
8						

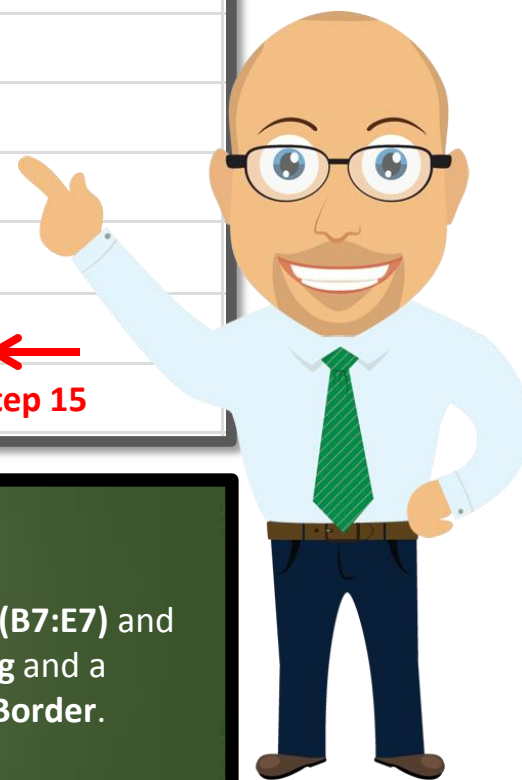
Step 13



Step 14



Step 15



### Step 13

Select the range (A4:A7) and **Indent** the text.

### Step 14

Select the range (B3:E3) and add **Grey Shading**.

### Step 15

Select the range (B7:E7) and add **Grey Shading** and a **Bottom Double Border**.



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## Practice Lesson 4: Formatting Your Worksheet

	A	B	C	D	E	F
1		<b>Fred's Fish Market</b>				
2						
3		<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Total</b>	
4	<b>Year 1</b>	\$ 45,000	\$ 43,500	\$ 25,000	\$ 113,500	
5	<b>Year 2</b>	\$ 27,000	\$ 29,000	\$ 28,450	\$ 84,450	
6	<b>Year 3</b>	\$ 32,000	\$ 27,850	\$ 31,200	\$ 91,050	
7	<b>Total</b>	\$ 104,000	\$ 100,350	\$ 84,650	\$ 289,000	
8						

Step 16



### Step 16

Select the range (B4:D6) and use the **Conditional Formatting** command to highlight all cells that are **greater than \$30,000**.

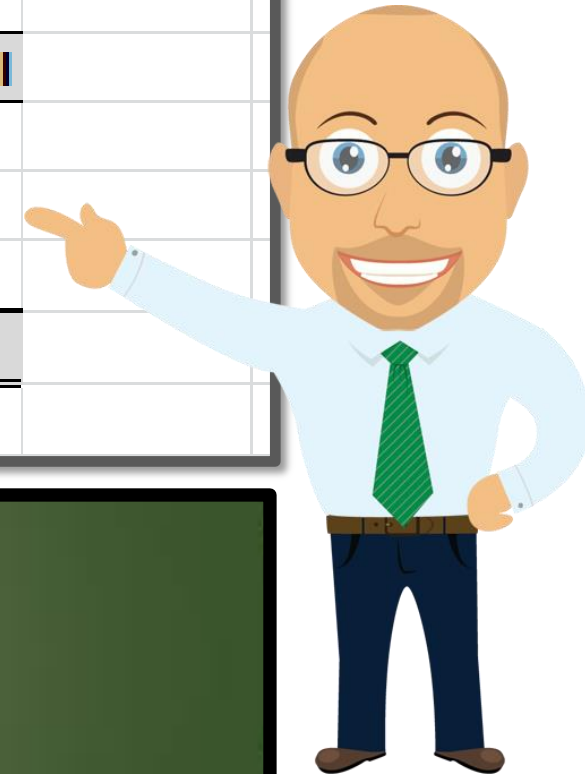


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## Practice Lesson 4: Formatting Your Worksheet

	A	B	C	D	E	F
1		<b>Fred's Fish Market</b>				
2						
3		<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Total</b>	
4	<b>Year 1</b>	\$ 45,000	\$ 43,500	\$ 25,000	\$ 113,500	
5	<b>Year 2</b>	\$ 27,000	\$ 29,000	\$ 28,450	\$ 84,450	
6	<b>Year 3</b>	\$ 32,000	\$ 27,850	\$ 31,200	\$ 91,050	
7	<b>Total</b>	\$ 104,000	\$ 100,350	\$ 84,650	\$ 289,000	
8						

Step 17



### Step 17

Undo the **Conditional Formatting** change from the previous step.

### Step 18

Save your worksheet with the following name:  
**Practice Lesson 4**

